

UAHUNTSVILLE

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

CAT Meeting

Monday, March 4, 2013, Time: 9:30 am
Engineering Dean's Conference Room

Attendees: Bowman, Corsetti, English, Landrum, Leonard, Mahalingam, Toutanji, Utley, Wessling

Minutes from the CAT meeting on 02/11/13 were circulated previously via email. JE asked for comments. No comments received.

An amended ABET timeline was distributed. It included PAB meetings. A PAB meeting for 2014 was suggested for inclusion. JE will modify.

JE reported that the EAB meeting took place on March 1, 2013. There were no comments pertaining to ABET at that event.

JE noted that a COE ABET site will be created and linked to individual program/department sites. One action item from the previous meeting requesting program chairs to follow up with departmental techs to get PEOs posted online, was not yet completed. Representatives are requested to follow up prior to next meeting of CAT.

JE proposed that to enhance alumni response, focus groups could be a good idea. She indicated that she had organized several focus groups to help address various aspects of our undergraduate program recently, and found that they were generally useful. She offered to provide information on effective methods to conduct focus groups

Other Business:

JE indicated that google docs will be set up for course approval forms. Status of approvals of these forms will also be posted on this site. HT suggested that the group meet once a semester to review and approve all curricular matters.

There was a question as to how many years of course reports should be collected by programs. It was generally agreed that at least two most recent cycles should be collected.

ACTION ITEMS

JE will provide members with information on focus groups to assist with alumni surveys.

Program Chairs to complete action item from previous meeting to get PEOs posted online.